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**MINUTES  
LANDMARK COMMISSION**

November 24, 2015

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**MEMBERS PRESENT:**

Stacie Flood, Chairperson  
Kevin Bazner  
Michele Derr  
Andy Lee  
Cindy Ramirez  
Michael Smith

■ Members  
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■  
■  
■ Council Liasion

Karen Montgomery-Gagné, Planning Administrator  
Matthew S. Prouty, Planner II  
Amy Krikorian, Municipal Court Prosecutor

■ Staff  
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**ABSENT:**

Cindy Cotton  
Michael Koen  
Jackie Lebow  
Position vacant

■ Member  
■  
■  
■ P&Z Liaison

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**I. Call to Order, Introductions**

Chairperson Flood called the meeting to order at 12:15 p.m. The commission and staff introduced themselves. Guests introduced themselves; home owner of 1705 Tilden Ishmael Cook along with contractor Nick Hurd. Property owner of 616 7<sup>th</sup> Street the Toodles Building Mrs. Marie Westerman, Syd Litteken architect, Mrs. Carolyn Looney representative and resident from the West Floral Heights Neighborhood Association and Kristen Brown Certified Local Government Coordinator of the Texas Historical Commission.

**II. Review & Approval of Minutes from October 27, 2015**

Chairperson Flood called for review and approval of minutes from the October 27, 2015 Landmark Commission meeting. Mr. Kevin Bazner made a motion to approve the minutes from the October 27 meeting. Ms. Michelle Derr seconded. The commission voted on the motion; motion passed unanimously.

**III. Application for Design Review – 1705 Tilden – West Floral Heights Historic District- Construction of a new metal 20 x 20 carport in the rear yard.**

Matthew Prouty presented the project and stated the applicant would like to construct a new metal 20 x 20 ft carport in the rear yard at 1705 Tilden. The applicants Nick Hurd contractor and home owner Ishmael Cook were present to answer any questions from the commission.

Councilor Smith asked for clarification about how the driveway was accessed and orientated to the street. Mr. Prouty provided visual reference of how the property was laid out and that the driveway sits in between Mr. Cook's home and his neighbors to the north. Site photos were presented to show context and visibility from the public right of way and Mr. Hurd will paint the carport to match the existing home's color. Mr. Prouty asked if rain gutters would be provided to direct rain water from the neighbor's property and structures as shown on previously viewed work examples. Mr. Hurd stated that rain gutters would be provided.

Mrs. Ramirez made a motion to accept the application as submitted, Mrs. Derr seconded the motion. The motion passed unanimously.

**IV. Application for Design review 600 7<sup>th</sup> Street – “Behind the Front Door” Historic Name - White Elephant Saloon – Depot Square Historic District. Request to install new entry canopy and repair broken glass.**

Matthew Prouty presented the project located at 7<sup>th</sup>/Ohio streets that included a request to install a new burgundy self-supporting canvas awning (no poles) at the front entrance to the building and replacement of cracked storefront glass along 7<sup>th</sup> street.

Andy Lee expressed issues with allowing any canvas awning material in the Depot Square Historic District that does not have historic proof of having a canvas awning. Mrs. Derr pointed out that the Holt had historically accurate canvas awnings as an example. Mr. Lee was concerned about establishing a precedent that allowed the proliferation of canvas awnings in the Depot Square District and his concern was for uniformity with continued renovations ongoing in the district. It was also mentioned that work on the building was performed last year without Landmark Commission approval.

Architect Syd Litteken spoke regarding awnings located within the central business district and more specifically the Depot Square Historic District. He referenced the awning at the Toodles Building at 616 7<sup>th</sup> street where he was the architect during the restoration. He stated that the awning was restored to original but it now looks as if it was let go and not repaired. Mr. Litteken made a recommendation that a new ordinance be considered with design standards for awnings in downtown including the historic district that awnings be constructed out of non-destructible materials that can hold-up to the wind design loads that are present in Wichita Falls. He also expressed concern regarding consistency in awnings downtown and the many issues that come up without design standards. Color was not an issue.

Michele Derr commented that the canvas awnings on the Holt were 10 years old and need replacement. The cost estimate submitted along with the application specified that canvas to be with a 10 year life expectancy. Stacie Flood called attention to the historical design standards on *page 55: 5. Canopies and Awnings e. Do not add a new canopy, awning, porch, balcony, or deck to the main façade where one never existed; and page 70: 7. Non-Contributing Buildings b. The structure, support and detailing of the canopy or awning shall correspond to the building form and architectural style of the new building in a way that responds to historical trends.*

The commission held further discussion regarding design standards of canopies and non-contributing buildings. Mrs. Derr was concerned about the proposed awning design not

being similar to existing awnings found in close proximity. Mr. Lee stated the historical precedent established for the era were wider canopies that were narrow in thickness and flat and that the proposed canvas awning was too shallow and did not match the historical style of nearby building's. Mr. Lee stated that this will boil down to commission member's interpretation of the standards. Council Liaison Michael Smith stated that he would have preferred the proposed canopy resemble the historic canopy that existed when the building was the old White Elephant Saloon.

THC CLG Coordinator Kristen Brown made some suggestions to the commission regarding interpretation. First the commission determine proper application of the preservation ordinance and design guidelines which it has done. Second, determine if mid-century buildings in the district have an historical precedent for awnings that fit the era of this building's construction the in 1960's. If a precedent exists for canvas then decide if this is appropriate or not. Stacie Flood added that generally providing historical background information and research was provided by the applicants in their design review application.

Mr. Prouty asked if the original entry was recessed and if the original building entry was in filled. The application stated the request to install a new awning was to protect and prevent water from entering the building because it appeared to have been added or modified since 1960. Kirsten Brown from Texas Historical Commission cautioned that the commission may establish a precedent by approving this application, and made a recommendation that the applicant research and provide an appropriate awning treatment for a mid-century building. Mr. Lee suggested that the applicant should research historical photos including the photos that the planning department at the City of Wichita Falls has from 1982 when the Depot district was created.

Mr. Lee made a motion to disapprove the application as submitted to install the new canvas awning. Mr. Lee also made a motion to approve the request to replace the broken storefront glass along 7th Street. Mrs. Derr seconded the two motions. The first motion to install a new canvas awning was unanimously denied and the second motion to replace broken storefront glass passed unanimously. Council Liaison Smith added that the commission should encourage replacement of all broken storefront glass, and clarification was requested of each motion from Amy Krikorian from the city's legal department to be included in the applicant's letter.

**V. Application for Design review 616 7<sup>th</sup> Street – “O.B. Dress Shop” Historic Name Toodles Building – Depot Square Historic District. Request for emergency repairs of exterior masonry façade and front entry canopy.**

Matthew Prouty presented the project that was first brought to the attention of the Building Inspection and Planning Departments on November 13, 2015. Planning staff made an emergency field visit to document the existing conditions as found on site. The masonry façade was pulling off the building thus buckling the entry canopy over the public right-of-way. The building and façade were restored in 1995 and was showing signs of stress and impending failure. In 1995 a 20 year façade easement agreement was recorded to ensure that the façade would be maintained and not altered in any way through repairs or maintenance. The city's legal department was consulted regarding the façade easement and the city interest was in saving the façade and the building rather than saving the awning.

Mr. Bobby Teague, Chief Building Official, recommended that an engineer be hired and a full structural analysis and report be created to identify all issues related to or causing the façade and canopy to fail. Property owner Marie Westerman hired Gary Oatman, engineer to draft a structural engineering report on November 17<sup>th</sup> outlining recommendations for temporary shoring and repairs. This report was provided in the Landmark package for this month.

Mr. Lee questioned Mrs. Westerman about why she would prefer to remove or replace the awning. She stated that she would like to remove and replace with a lighter canvas awning. She believed that the awning was causing the wall to fail. The engineers report stated that the failing brick was placing additional load onto the awning and that shoring should be installed to prevent awning failure while awaiting approval and repairs to be made. She also wanted to let the commission know that the building was leased for a commercial clothing business and that the building inside had a beautiful metal ceiling. She knew that the brick façade needed to be addressed but didn't know what to do with the awning.

One of the photos shown in the presentation depicted a Wichita County Historical Society (WCHS) Award. Chairperson and representative of the WCHS stated there was no record of such award and it needed to be removed. Mr. Lee whom was involved in the original restoration of the subject building stated they had paid for the sign and that the award was awarded in the 1990's.

Mr. Lee brought up the original façade agreement for discussion with regard to the awning. He referenced the Section 106 review process that had both state involvement and city designation and that both he and architect Syd Litteken were involved. Mr. Lee and Litteken both stated the awning was restored to original and believed it should remain.

Mr. Litteken stated that he was sure the awning's structural connections were bolts that go through the exterior façade and attach to a steel beam that is located above the decorative metal ceiling on the interior. Mr. Lee asked if it was easy to fix to awning? Mr. Litteken stated he was unsure as the canopy may be what was holding up the exterior façade. He suggested to bring the canopy back to original and remove the plywood that was water soaked and adding dead weight which was not part of the original restoration. Cindy Ramirez stated that it was her preference to see the original awning left on the building to be restored.

Mr. Litteken was pretty sure without reviewing the engineer's report that water somehow got behind the brick façade. This water penetration would have led to the deterioration of the metal brick ties and grout holding the wall together to the structure of the building. In addition to the front façade the exterior masonry was now exposed on the side of the building and was deteriorating due to exposure to water. Both Andy Lee and Karen Montgomery-Gagné suggested that this would be a great project to apply for 4B downtown incentive grant funds available through the city. Mr. Prouty let the commission know that at this time the owner had not hired a consultant or contractor to provide temporary shoring or repairs.

Mrs. Flood the wanted to clarify that the application outlined information but was not specific regarding repair request and that the commission does not develop repair requests at the time of meeting. Kevin Bazner recommended the commission kick back the application until more details and information can be provided. Mrs. Westerman stated that she did not move forward with hiring a consultant or contactor because she did not know what was allowed based upon the historical designation.

Both Cindy Ramirez and Michele Derr agreed that moving forward the awning was historic and shall remain regardless of what was required to be repaired and restored. Mr. Prouty cited emergency repairs outlined in the engineers report that at a minimum all four corners of the canopy to be shored and measured to shore up the portion of the exterior wall need to be considered and voted by the commission on. The building department has already stated that no permit will be required for shoring but will need to be inspected by a building department official. Mrs. Westerman asked at this point with no consultant/contractor hired; what stages or steps were allowed. Once shoring is be approved and completed the owner along with her consultant/contractor of her choice will need to develop a new work plan and submit another design review application for consideration. The current application does not outline a work plan for repair as Mr. Bazner identified.

Mrs. Flood suggested moving forward and approving temporary shoring and recommend the applicant complete another design review application with a definitive work plan. Kevin Bazner made a motion to approve the application portion related to emergency repairs but deny the portion of the application for removal or replacement of the awning. Cindy Ramirez made a motion to deny the request for replacement or removal of the awning. Andy Lee seconded both motions. The first motion approved emergency shoring and repairs was unanimously approved and the second motion to replace or repair the entry canopy was denied unanimously. Clarification of each motion was requested from Amy Krikorian with the city's legal dept. Primary consideration for approval of temporary shoring life, health and safety reasons. Staff will get approval and denial letters to the applicant based on outlining motion information as soon as possible.

## **VI. Other Business**

### **a) Monthly report: Depot Square Historic District, West Floral Height and Morningside:**

Karen Montgomery-Gagné reported that discussion regarding Morningside will coincide with the CLG training with Kristen Brown (THC). Michele Derr reported on Depot Square activities that the Farmer's Market was nearing completion, the overhead doors are installed and that all lighting would be complete by the following week. The 2015 City Lights parade was a big success.

### **b) Administrative Review**

Mr. Prouty reported on the three staff authorized minor repairs/alterations over the past month.

## **VII. New Business:**

**Next Mtg. – Tuesday, January 26, at 12pm**

**VIII. Adjourn**

Meeting adjourned at 1:22 pm The Commission members moved forward with their posted training meeting with Ms. Brown from the Texas Historical Commission.

Stacie Crockett Flood

Stacie Flood, Chairperson

Jan 26, 2016

Date